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TO : [REDACTED]
FROM : MAGID
SUBJECT: Personnel Policies

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The attached study -- drafted by [REDACTED] -- outlines the results of MAGID's discussion recently with the Director of Personnel and his deputy.

Members recommend that employee privileges to access and control of their official personnel folders be effectively communicated in the directorate.

[REDACTED]
Chief, Central America
and Caribbean Branch

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MAGID-10

18 October 1974

MEMORANDUM FOR: Deputy Director for Intelligence
SUBJECT : Communication of Personnel Policies

1. A considerable amount of myth that clouds the reality of Agency personnel policy underscores the need for increased communication in this area. The personal experience of MAGID members and others points up much confusion, doubt, and misunderstanding on the part of a large segment of DDI employees about access to and disposition of employee personnel folders. MAGID feels that this condition is contrary to the best interests of employees, works against career development, and leads to employee distrust of management.

2. A MAGID meeting with the Director of Personnel indicates that at least the following "realities" should be publicized by the DDI to put an end to some of the "myths."

- A. Employees are permitted to read their personnel folders.* This can be done by calling the Office of Personnel for an appointment. Since there is no specific mechanism set up to administer this operation, employees should refrain from requesting their file out of idle curiosity.
- B. Employees are permitted -- in fact welcome -- to add pertinent information to their personnel folders. Letters of commendation, awards received outside the Agency, memoranda rebutting or clarifying earlier fitness reports or

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* Records maintained by the Office of Security and the Office of Medical Services are not available for individual perusal.

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other personnel actions, and other relevant documents can be included.

- C. When an employee's personnel folder is officially requested by another person, the Office of Personnel determines the validity of the requestor's need.
- D. Requests made directly to the Office of Personnel for an employee's folder are made in confidence. No permanent record is kept of who has requested a file. It is not true that a request for a folder from outside an employee's branch is automatically transmitted to the employee's supervisor, as long as the request is made directly to the Office of Personnel.
- E. Employees are permitted, and encouraged, to make copies for their own records of their fitness report at the time it is written.

3. The Office of Personnel has decided not to publicize these privileges because of objections by the DDO. MAGID, while disagreeing with this stance, feels that it is a sufficiently important subject that a specific communication describing the above items be made to all DDI employees.

4. While on the subject of communications, MAGID wishes to reiterate the need for improvements in this area, and point out yet another instance where a large number of employees in the directorate are not adequately informed on personnel matters. MAGID members are presumably well-informed and make a point of finding out important policy-related information, yet, few in the group have heard about what the Director of Personnel characterized as the two most significant personnel policies implemented under Mr. Colby -- the Annual Personnel Plan and the Personnel Development Plan. We continue to suggest that programs such as these, and other matters that intimately affect employees' career development, be more effectively publicized.